



Children's Programming & Ice Skating – Graduate Assistant
One Positions Available
Start Date: September 1, 2027

Description:

The Department of Physical Education, Recreation, and Dance is currently seeking a Graduate Assistant for Skating & Children's Programming for the 2027-2028 academic year. This position will assist both the Coordinator of Figure Skating and the Manager of Family Programming/General Sport. The graduate assistantship is a 12-month appointment from **September 1st, 2027 – August 31, 2028**. The salary includes 8 credits of tuition per semester (Fall '27, Spring '28, and Summer '28) and \$381.89 stipend per week. The Graduate Assistant will be required to routinely work a total of 20 hours per week. Weekend and Evening hours may be required to supervise weekend classes or events. The position is renewable for a second-year contingent upon the satisfactory performance of the individual during the first year.

Responsibilities may include but are not limited to:

Skating

- Instruction of select Physical Education and children's skating classes
- Recruit, hire, train, and evaluate instructors for PE classes and Learn to Skate Program
- Assist with the planning and execution of special events
- Assist with club freestyle and synchronized team duties as needed

Family Programming

- Assist with all aspects of planning and running of school vacation program and summer camps
- Assist with the hiring, training, and supervision of staff (instructors, camp staff)
- Communicate, organize, and schedule camp and vacation program staff and family recreation programming
- Supervision and oversight of daily camp operations including staff, campers, and facilities
- Assist the Coordinator of Figure Skating and Manager of Family Programming with other duties as assigned

Required Qualifications

- Acceptance into Boston University Graduate program
- Full Member of United States Figure Skating
- Safesport and USFS Concussion Training

Preferred Qualifications/Experience:

- 3 years minimum experience teaching Learn to Skate or private lessons
- 2-3 years' experience in a supervisory role (Lead teacher, lead instructor, camp director, head lifeguard, pool manager)
- Experience working with children from early education through high school
- Experience supervising high school and college age populations
- Customer service experience



Application Process

Interested applicants should submit a resume, cover letter, and two current letters of recommendation to Mitchell Stokes, mwstokes@bu.edu, Manager of Family Programs and General Sports. For highest consideration, applicants should have already begun the process of seeking acceptance to a Boston University graduate degree program. In application materials, please include information on your Graduate Degree application process.
